
Indiana Fetal Death Registry System (IFDRS)

Using IFDRS

End User Guide
Funeral Directors and Staff



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What is Indiana Fetal Death Registry System?

Effective 1/1/2011, IC 16-37-3-3 requires the mandatory usage of the Indiana Fetal Death Registration System (IFDRS) for the recording of all fetal deaths in Indiana.

IC16-37-3-3

Certificate of death or stillbirth; filing

Sec. 3. (a) The person in charge of interment shall file a certificate of death or of stillbirth with the local health officer of the jurisdiction in which the death or stillbirth occurred.

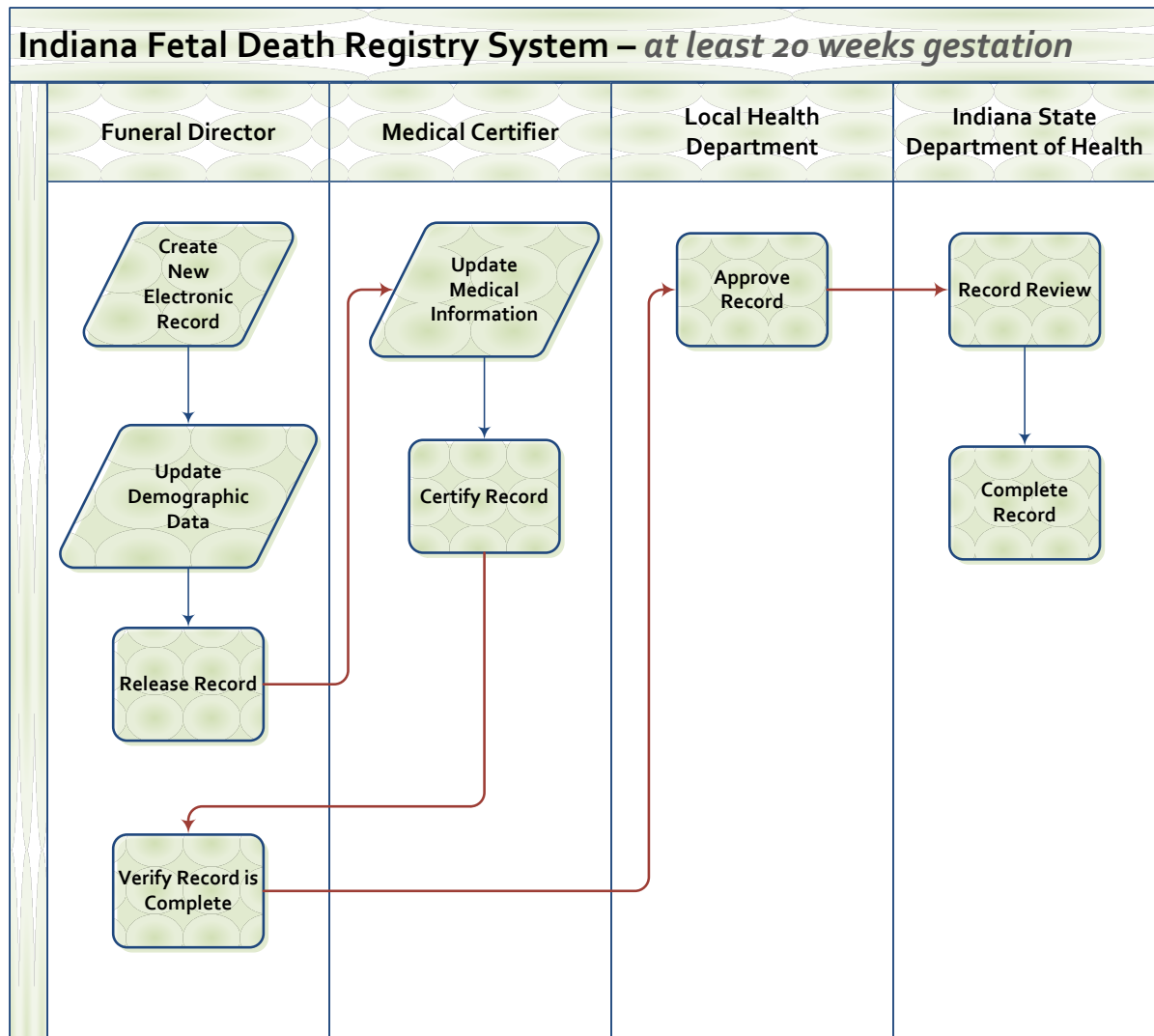
(b) Notwithstanding subsection (a), beginning January 1, 2011, the person in charge of interment shall use the Indiana death registration system established under IC 16-37-1-3.1 to file a certificate of death with the local health officer of the jurisdiction in which the death occurred. The local health officer shall retain a copy of the certificate of death.

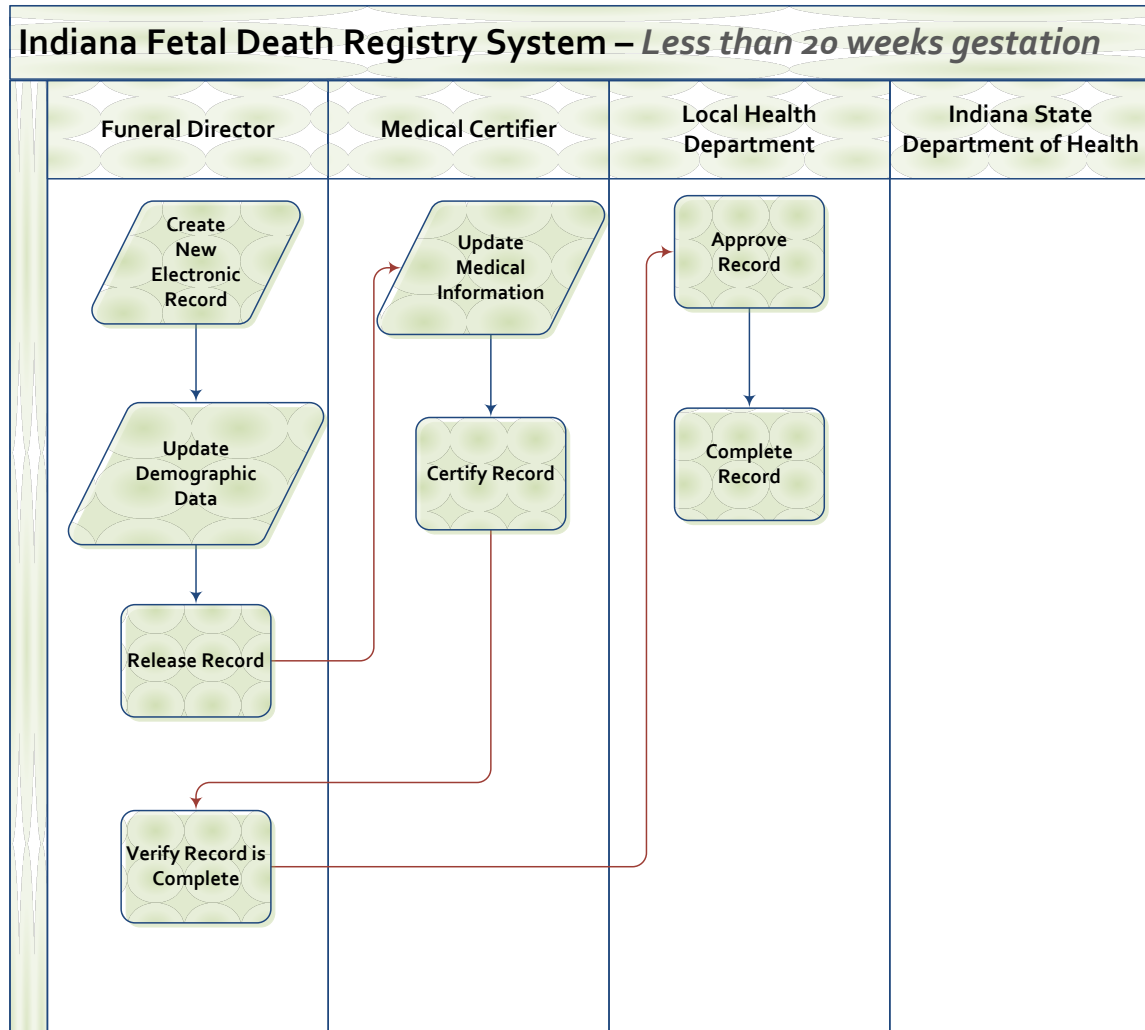
As added by P.L.2-1993, SEC.20. Amended by P.L.61-2009, SEC.8.

Key Terms

Key Terms	Definitions
EFDR	Electronic Fetal Death Registration Number
BTP#	Burial Transit Permit Number
SFD	State File Date
SFN	State File Number
LFD	Local File Date
LFN	Local File Number
View	Select View from a results window to open a specific record
Extracts	Extract process will extract a pre-determined data set when selected
PIN#	Your unique PIN# is assigned at the time of completion of the User Agreement. This PIN# is your electronic signature when certifying records.
Reports	Not available at this time ~ Future Development
Record Actions	Tab located on the right side of a record that allows access to perform certain functions for a record.
Event History	Tab located on the right side of a record that allows you to view all actions taken on a specific record.
Relinquished	If the Funeral Home that originally entered a record is contacted by the family and notified that they desire the services of a different funeral home, the Funeral Home of Record will 'Relinquish' the record by removing their designation on the record as the Funeral Home of Record.
Queues	Depending on your role, work queues are available that present records in various categories.
Notifications	Notifications are alerts that actions have been taken on a record
Verifications	Verification is required to complete a Record and is completed by the Funeral Director.
Workflow	Workflow is the presentation of records that is assigned to you to that some action is required.

IFDRS Process Flow Overview





System Access

System Requirements:

Prior to making any attempts to access the Indiana Fetal Death Registry System, please verify that your computer meets the following requirements.

1. Live Internet Connection
2. Widely used standard web browser (preferably Internet Explorer 6.0 or higher)
3. Acrobat Reader
4. Also, it is recommended, (but not required) that your PC should have a minimum of 2GB of memory.

Login and Password:

A login and password is required to access the Indiana Fetal Death Registry System. This must be obtained in advance by contacting ISDH.

- All users who have access to IDRS system as of 12/22/2010 will be migrated to IFDRS and will receive an email with credentials and the Web site address. You will receive your Password & PIN in another email.
- January 1, 2011, **new users** will need to complete a User Agreement and return to the State of Indiana Department of Health Vital Records. Credentials will be verified and a Login, password, and PIN will be generated and communicated in separate emails. User Agreements can be found on-line at <https://myweb.in.gov/ISDH/IDRSThin/>

System Security:

IFDRS has several built in security features such as but not limited to:

1. Secure Login process
2. Automatic log off if inactive for 10 minutes
3. Credentialing process before assigning User Names, Temporary Passwords, and PIN#s
4. New passwords are required at the time of initial login
5. Passwords requirements:
 - a. Eight char minimum, and
 - b. Upper and lower case letters, and
 - c. Numeric characters
6. Passwords will expire in 365 days

Funeral Directors Role in the IFDRS:

Funeral Directors and their staff will have permissions to perform certain functions in the Indiana Fetal Death Registry System. Permissions are controlled by your login. If you feel that you do not have permissions to perform a needed function, please contact the System Administrator. Based on your permissions you will be able to perform some or all of the following functions:

1. Add new records
2. Search for existing records
3. Process items that are in your work queues
4. Verification of Fetal Death
5. Demographic Amendment (Resubmits)
6. Relinquish Records
7. Generate Reports
8. Perform Funeral Home Extracts

IFDRS Login Process:

Access the Indiana State Department of Health Gateway

The ISDH **Gateway** Page is the first page you see after you access the web page. This is where you will login under the Secure Account Sign In.

1. Enter your User Name and Password and select Sign in.
→ If logging in for the first time, the system will direct you to create a new password after you have logged in with the temporary password.
2. After you have successfully logged in, you will be redirected to IFDRS Profile Screen.

**INDIANA STATE DEPARTMENT OF HEALTH
STATE HEALTH GATEWAY
(Test/QA)**

Login Recover Password Register User Help

State Health Gateway Messages

Please note the <https://healthdatacenter.isdh.in.gov> URL has changed to <https://gateway.isdh.in.gov>. If you are still receiving a "security certificate" warning page, please update your link or bookmark to <https://gateway.isdh.in.gov>.

The Indiana State Department of Health – State Health Gateway is a health portal dedicated to providing information and services to health care professionals, labs, local health departments, and Health Information Exchanges (HIE) in Indiana.

The State Health Gateway web portal is a comprehensive entry point for a huge array of resources and services. Our portal provides information and resources, news, research and statistics, online tools, discussions and newsletters pertaining to Indiana health and the delivery of health care information.

The use of this portal is restricted to health care professionals working in Indiana communities and organizations. Registration is required in order to access information or services available within this portal. This site is organized and maintained by Indiana Office of Technology and Compliance (OTC).

Secure Account Sign In

User Name

Password

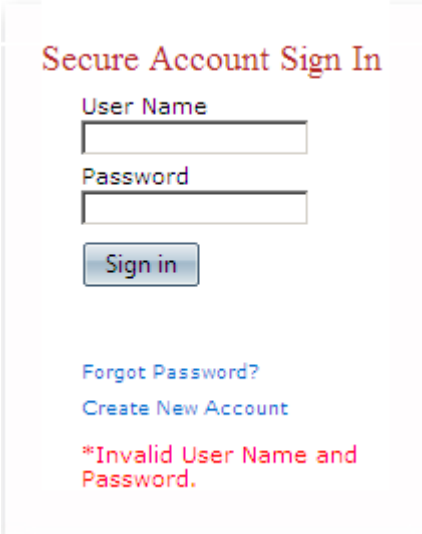
[Forgot Password?](#)
[Create New Account](#)

ISDH News H1N1 Info Public Health Preparedness Health IT / HIE

**Gregory N. Larkin, M.D. FAAFP
State Health Commissioner
Indiana State Department of Health (ISDH)**

Dr. Larkin was appointed by Governor Mitch Daniels as the Indiana State Health Commissioner in March 2010. At that time, he was asked by the governor to continue the state's progress in immunizing children, reporting and reducing medical errors, and changing the health culture of Indiana.

3. If your login attempt fails you will receive the below message. Enter your User Name and Password again.



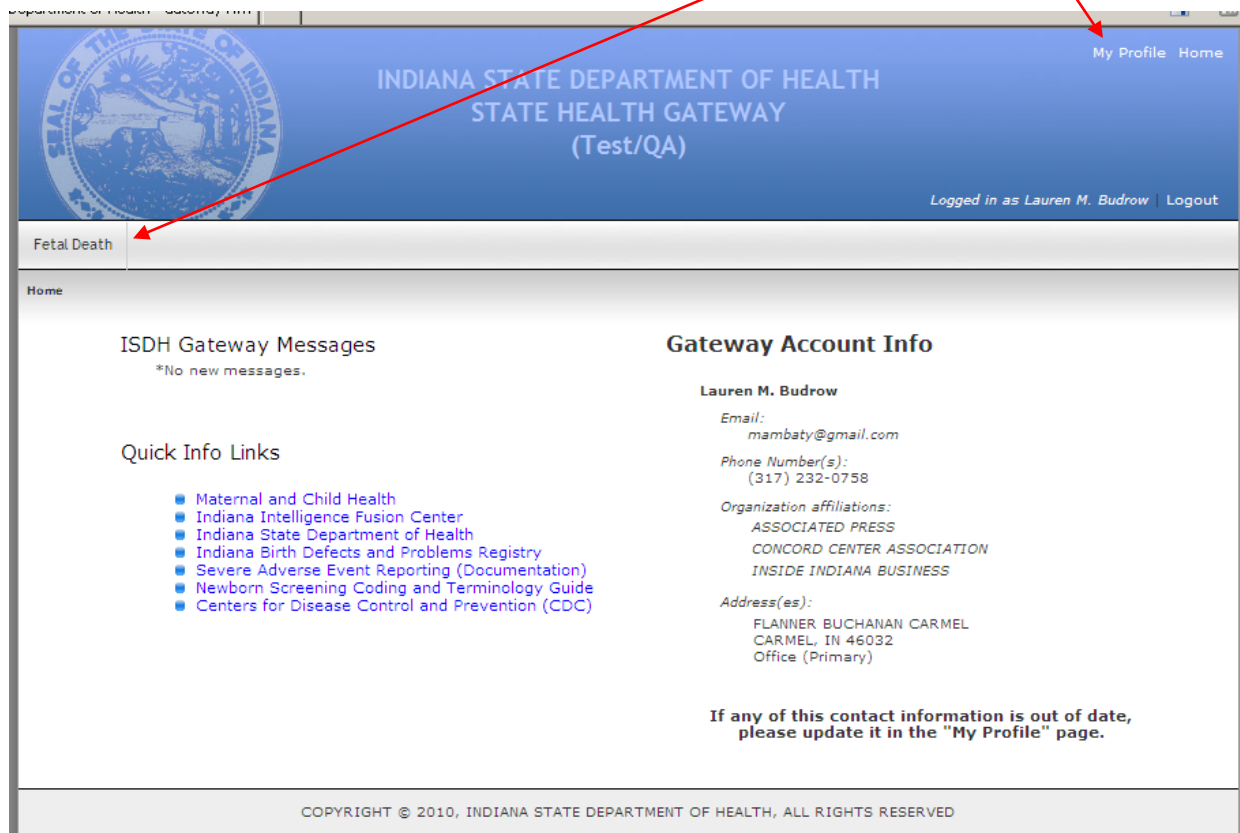
The image shows a web form titled "Secure Account Sign In" in red text. Below the title are two input fields: "User Name" and "Password", each with a text box. Below these fields is a blue "Sign in" button. Under the button, there are two links: "Forgot Password?" and "Create New Account", both in blue text. At the bottom of the form, there is a red error message: "*Invalid User Name and Password.".

4. If you are unable to login, you can follow the Forgot Password prompt or contact the State of Indiana Department of Health Vital Records Helpdesk at 317-233-7989.

IFDRS Profile Screen

The Profile Screen has several functions:

1. Allows you to view the profile information for your login and allows you to make changes in the My Profile page at the top of the screen.
2. Provides important messages concerning the Gateway such as scheduled system downtime.
3. Quick Info Links
4. Provides entry to the Fetal Death System by selecting the Tab.



5. Once you select the Fetal Death tab, depending on your login you will either be directed to the Location page or the IFDRS Start Page.

IFDRS Location Selection Screen

Based on your login you may be tied to more than one location; in this case you will see the Location Screen after the Profile Screen.

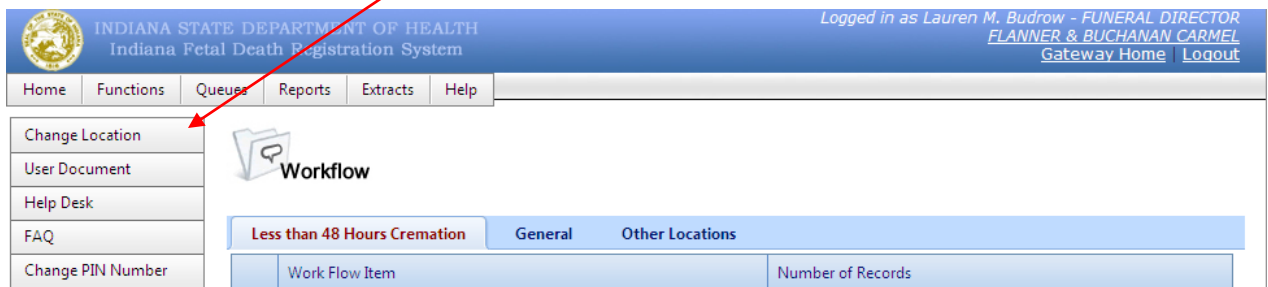
- Select the location you are entering or viewing records for by clicking on the appropriate Select button.



Locations

Role Name	Location Name	
FUNERAL DIRECTOR	FLANNER & BUCHANAN CARMEL	Select
FUNERAL DIRECTOR	FLANNER & BUCHANAN DBA CREMATION CENTER OF INDIANA	Select
FUNERAL DIRECTOR	FLANNER & BUCHANAN FUNERAL CENTER-ZIONSVILLE	Select


- Once you are in the IFDRS, you can also switch locations without logging out by selecting Change Location in the tabs on the **Left Bar** of the screen. This will return you to the location page.



IFDRS Start Page

The IFDRS **Home** Page is the first page you see after you login and select your location (if multiple locations). The **Home** Page contains four panes.

1. The **Title** pane on the top contains your login information which includes the location as well as a Logout button.
2. **Process Tabs** are directly under the Title pane and provide you navigation to specific areas of the IFDRS.
3. The **Left Bar** gives you access to perform system related functions including a FAQ as well as provides scrolling information that provides you with important information such as scheduled system maintenance.
4. The **Workflow** pane is where you will see pending items as well as notifications.






INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

Logged in as Lauren M. Budrow - FUNERAL DIRECTOR
FLANNER & BUCHANAN CARMEL
[Gateway Home](#) [Logout](#)


[Home](#) [Functions](#) [Queues](#) [Reports](#) [Extracts](#) [Help](#)


Change Location
User Document
Help Desk
FAQ
Change PIN Number




Maintenance: System
Maintenance on
10/1/2010.


Workflow

[Less than 48 Hours Cremation](#) [General](#) [Other Locations](#)

Work Flow Item						Number of Records		
Ready to be Released						1		
	EFDR#	Fetus Name	Date of Delivery	Mother	LHD	Gestation	# of days	
	282	TestA, Testing	10/15/2010	Testing, Test	LAWRENCE COUNTY HEALTH DEPARTMENT	M	8	View

 **Overdue**


Notifications

Delete Notifications

<input type="checkbox"/>		EFDR#	Description	Entered By	Date
<input type="checkbox"/>	View	271	Medical Certifier Certified this record.	ERIKA , RAGER	10/22/2010 10:53:33 AM
<input type="checkbox"/>	View	274	Medical Certifier Certified this record.	ERIKA , RAGER	10/22/2010 10:52:17 AM
<input type="checkbox"/>	View	270	Medical Certifier Certified this record.	ERIKA , RAGER	10/22/2010 10:08:05 AM
<input type="checkbox"/>	View	275	Medical Certifier Certified this record.	ERIKA , RAGER	10/22/2010 9:19:47 AM
<input type="checkbox"/>	View	272	Medical Certifier Certified this record.	ERIKA , RAGER	10/22/2010 12:37:22 AM

1 2 3 4 5

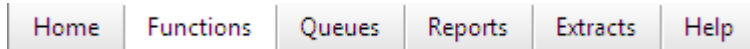
Page 1 of 5, items 1 to 5 of 22.

From the Home page you can:

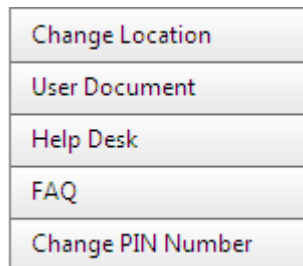
- Access workflow or notifications



- Access the Process Tabs where you can:



- **Functions Tab:**
 - Search for existing records
 - Add new records
 - **Queues Tab:**
 - View your **General** work queue
 - View Notifications
 - **Reports Tab : (This feature is not available at this time ~Future Development)**
 - **Extract Tab:** Perform a Funeral Home Extract process
 - **Help Tab:** View a mock up of a Fetal Death Form
- Access the Left Bar Function Tabs:



- **Change Location:** Returns you to the Location Page if your login is tied to multiple locations and allows you to select another location.
 - **User Document:** Allows you to view the IFDRS user documents.
 - **Help Desk:** Provides you with information on how to contact the Help Desk.
 - **FAQ:** Provides a list of frequently asked questions.
 - **Change PIN Number:** Allows you to change your PIN number. PIN numbers are used in the Verification Process as an electronic signature.

Adding a New Record

Add New Record
[Show Help](#)

General Information
Record Type (*)
Gestation (*)
BTP Number
Coroner Case Number
EFDR Number

Fetus Name
First Name (*)
Middle Name
Last Name (*)
Suffix

Mother Name
First Name (*)
Middle Name
Last Name (*)
Suffix

Fetus Information
Time of Delivery (Standard or Military time)
Date of Deliver (mm/dd/yyyy)(*)
Gender (*)

Search

Procedure	
Adding a New Record	
Introduction	<p>Use these steps to add a new record to the IFDRS. This function will search for duplicate records and for a non-duplicate record; the record will be added and assigned an Electronic Fetal Death Record#.</p> <p>Once the record is added, the system will take you to the Demographic Section. The new record will be available in the work queues and will be in pending status. At this time you can navigate to other areas of the system such as the Home page.</p>
Steps to Follow <div>Add New Record</div>	<ol style="list-style-type: none"> 1. Access IFDRS 2. Click the Add New Record under the Functions tab. 3. Enter General Information <ol style="list-style-type: none"> a. Select Record Type (<i>required field</i>) <ol style="list-style-type: none"> i. Identified ii. Unidentified b. Select Gestation (<i>required field</i>) <ol style="list-style-type: none"> i. Less than 20 Weeks ii. More than 20 Weeks c. Enter BTP Number d. Enter Coroner Case Number e. Enter EFDR Number

<div data-bbox="240 976 363 1024" style="border: 1px solid black; padding: 2px; margin-bottom: 10px;">Search</div> <div data-bbox="240 1421 394 1470" style="border: 1px solid black; padding: 2px;">Add New</div>	<ol style="list-style-type: none"> 4. Enter Fetus Name Information <ol style="list-style-type: none"> a. First Name <i>(required field)</i> b. Middle Name c. Last Name <i>(required field)</i> d. Select Suffix <i>(if applicable)</i> 5. Enter Mother Name Information <ol style="list-style-type: none"> a. First Name <i>(required field)</i> b. Middle Name c. Last Name <i>(required field)</i> d. Select Suffix <i>(if applicable)</i> 6. Enter Fetus Information <ol style="list-style-type: none"> a. Time of Delivery b. Time c. AM/PM <i>(if time entered in standard time)</i> 7. Date of Delivery <i>(required field)</i> <ol style="list-style-type: none"> a. Gender <i>(required field)</i> b. Male c. Female d. Unknown 8. Search: This button performs a search for duplicate records. <ol style="list-style-type: none"> a. If possible duplicate record is found; a duplicate screen will appear with a list of the possible duplicate. You can: <ol style="list-style-type: none"> i. Retrieve the record by selecting Retrieve in the record. ii. Go back to Change: This returns you to the record you added to make changes. iii. Cancel: Returns you to the record you added. b. If no duplicate the Add New button appears. 9. Add New: This function adds the record, assigns the EFDR #, and takes you to the Record Demographic page.
Tips and Notes	<p>When you select a specific function your workspace moves from the Home page. You can return to the Home page by moving your mouse to the Home tab and clicking.</p> <p>If you are in the process of adding a new record and return to the Home page before you have selected Add New in the Add New Record page, the data you entered will be reset.</p>

More Info	What you see in IFDRS depends on the permissions granted to your user ID, so you may not see the same things as another user.
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Demographic Data – Adding/Updating

Indiana State Department of Health
Indiana Fetal Death Registration System

Logged in as Lauren M. Budrow - FUNERAL DIRECTOR
FLANNER & BUCHANAN CARMEL
Gateway Home Logout

Home Functions Queues Reports Extracts Help

Fetus Name: Baby Boy Test Date of Delivery: 10/1/2010 Mother's Name: EFDR #: 347

Record Status: Pending Demographic Resolved Released Medical Resolved Certified Verified LHD Approved ISDH Reviewed Completed

Demographic Medical

Fetus Place of Delivery Mother Mother's Address Mother's Origin Father Funeral Home Medical Certifier

Show Help

General Information

Record Type (*) Identified Gestation (*) More than 20 weeks BTP # (*) 123456 Coroner # 654321 Less than 48 hours? (*) Select

Fetus Name

First Name(*) Baby Boy Middle Name Last Name (*) Test Suffix

Fetus Information

Time of Delivery Type Select Time of Delivery (Standard or Military time) 18:10 PM Date of Delivery Type (*) Select Date of Deliver (mm/dd/yyyy) (*) 10/01/2010 Gender (*) Male

Save Save & Validate

Procedure Demographic Data

Introduction

Use these steps to enter and complete the **Demographic** section of IFDRS.

Please note:

- The **Record Status Bar** above the Demographic and Medical tabs. This is a visual status bar that tracks each process through to completion.



- The **Record Information** in the blue banner above the Record Status, this provides basic information for verification you are in the correct record.

Fetus Name: Baby C Test Date of Delivery: 10/1/2010 Mother's Name: Mother, Test EFDR #: 281

- The Fetal Death Record is divided into two sections, Demographic and Medical. Access to these sections will depend on your role permissions.

- There 2 Function tabs on the right side of form:
 - Record Actions
 - Save
 - Delete
 - Save and Validate
 - Print
 - Informant Verification
 - Report of Fetal Death Form
 - Relinquish
 - Event History
 - View Event History
- The Demographic section is divided into 8 different Tabs.
 - Fetus
 - Place of Delivery
 - Mother
 - Mothers Address
 - Mothers Origin
 - Father
 - Funeral Home
 - Medical Certifier

- The data that was entered on the New Record page will automatically be transferred to the appropriate Demographic page fields.
- The system allows you to tab from field to field outlining the field you are on.
- You can navigate between Tabs by selecting the tab of the page you would like to go to, or by selecting the directional red arrows at the bottom right of the page.
- You can move between Tabs without saving data on each page. However, please note, if you are logged out by system inactivity or loss of connection, any data not saved will be lost.
- **Save vs. Save & Validate:** You can save data as you enter each page; this allows you to start a record and come back to it later. **Validate**, checks that data you entered against the IFDRS Edits and Audits. This step is necessary to move from Pending Status to Demographic Resolved Status.

<p>Steps to Follow</p> <div> <input type="button" value="Save"/> <input type="button" value="Save & Validate"/> </div>	<ol style="list-style-type: none"> Enter the following sections <ol style="list-style-type: none"> Fetus Data Place of Delivery Data Mother Mother's Address Mother's Origin Father Funeral Home Medical Certifier Save or Save and Validate Resolve any Edit/Audits (if any) <div> <div> <input type="button" value="Save & Validate"/> </div> <div> <p>Validation Results</p> <table> <tr> <th>Tab</th><th>Screen Group</th><th>Error Message</th><th>Check to override</th></tr> <tr> <td>DesignateMedicalCertifier</td><td>Medical Certifier</td><td>Medical Certifier must be designated</td><td><input type="checkbox"/></td></tr> </table> <div> <input type="button" value="Fix"/> </div> </div> </div>	Tab	Screen Group	Error Message	Check to override	DesignateMedicalCertifier	Medical Certifier	Medical Certifier must be designated	<input type="checkbox"/>
Tab	Screen Group	Error Message	Check to override						
DesignateMedicalCertifier	Medical Certifier	Medical Certifier must be designated	<input type="checkbox"/>						
<p>Tips and Notes</p>	<p>Remember, if you are inactive for 10 minutes the system will automatically log you out and any data not saved will need to be re-entered.</p>								
<p>More Info</p>									

Fetus Data

INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

Logged in as Lauren M. Budrow - FUNERAL DIRECTOR
FLANNER & BUCHANAN CARMEL
Gateway Home Logout

Home Functions Queues Reports Extracts Help

Fetus Name: Baby Boy Test Date of Delivery: 10/1/2010 Mother's Name: EFDR #: 347

Record Status: Pending Demographic Resolved Released Medical Resolved Certified Verified LHD Approved ISDH Reviewed Completed

Demographic Medical

Fetus Place of Delivery Mother Mother's Address Mother's Origin Father Funeral Home Medical Certifier

Show Help

General Information

Record Type (*) Identified Gestation (*) More than 20 weeks BTP # (*) 123456 Coroner # 654321 Less than 48 hours? (*) Select

Fetus Name

First Name(*) Baby Boy Middle Name Last Name (*) Test Suffix

Fetus Information

Time of Delivery Type Select Time of Delivery (Standard or Military time) 18:10 PM Date of Delivery Type (*) Select Date of Deliver (mm/dd/yyyy) (*) 10/01/2010 Gender (*) Male

Save Save & Validate

Procedure Demographic Data: Fetus Data	
Introduction	Use these steps to enter and complete the Fetus Data in the Demographic section of IFDRS.
Steps to Follow	<ol style="list-style-type: none"> 1. Enter General Information: <ol style="list-style-type: none"> a. Record Type: Verify that this is correct. Data was brought forward from New Record page. <i>(required field)</i> b. Gestation: Verify that this is correct. Data was brought forward from New Record page. <i>(required field)</i> c. BTP#: Verify that this is correct. Data was brought forward from New Record page. <i>(required field)</i> d. Coroner #: Verify that this is correct if entered in New Record page, or enter data. e. Less than 48 Hours?: Select Yes or No <i>(required field)</i> 2. Enter Fetus Name: <ol style="list-style-type: none"> a. First Name: Verify that this is correct. Data was brought forward from New Record page. <i>(required field)</i> b. Middle Name: Verify that this is correct if entered in New Record page, or enter data if available. c. Last Name: Verify that this is correct. Data was brought forward from New Record page. <i>(required field)</i>

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Place of Delivery

INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

Logged in as Lauren M. Budrow - FUNERAL DIRECTOR
FLANNER & BUCHANAN CARMEL
Gateway Home Logout

Home Functions Queues Reports Extracts Help

Fetus Name: Baby Boy Test Date of Delivery: 10/1/2010 Mother's Name: EFDR #: 347

Record Status Pending Demographic Resolved Released Medical Resolved Certified Verified LHD Approved ISDH Reviewed Completed

Demographic Medical

Fetus Place of Delivery Mother Mother's Address Mother's Origin Father Funeral Home Medical Certifier


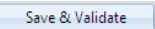

Show Help

Place of Delivery
Place Where Delivery Occurred:
Specify:
Facility:
NPI:
LHD:

Address of the place of delivery
Building Nbr: Pre Direction:
Street Name:
Street Type: Post Direction:
Apt #:
State/Country:
County:
City/Town:
Zip: Ext:

Save Save & Validate

Procedure	
Demographic Data: Place of Delivery	
Introduction	Use these steps to enter and complete the Place of Delivery in the Demographic section of IFDRS.
Steps to Follow	<ol style="list-style-type: none"> 1. Enter Place of Delivery: <ol style="list-style-type: none"> a. Place where delivery occurred: Use drop down to make selection: <ol style="list-style-type: none"> i. Hospital ii. Freestanding Birthing Center iii. Home (Intended) iv. Home (Unintended) v. Clinic/Doctors Office b. Specify: This field is opened for entry when 'Other' is chosen as the Place of Delivery. c. Facility: This field is opened for entry when the following Place of Delivery is selected: <ol style="list-style-type: none"> i. Hospital ii. Freestanding Birthing Center iii. Clinic/Doctors Office d. NPI: This field is for future use

  	<p>e. LHD: Depending on the Place of Delivery this field is either auto-populated or you will need to use a drop down box</p> <p>i. You will need to select the LHD when the following Place of Delivery is selected:</p> <ol style="list-style-type: none"> 1. Home (Intended) 2. Home (Unintended) 3. Other <p>2. Address of the Place of Delivery: If a specific Facility is selected in the Facility field under Place of Delivery the address information in this block will be automatically populated and no further information is needed. If a specific Facility is not chosen the below fields will need to be populated.</p> <ol style="list-style-type: none"> a. Building Nbr: b. Pre Direction: Select from drop down box c. Street Name: d. Street Type: Select from drop down box e. Post Direction: Select from drop down box f. Apt# g. State/Country: Select from drop down box h. County: Select from drop down box i. City/Town: Select from drop down box j. Zip: Select from drop down box k. Ext: <p>5. Save or Save and Validate</p> <p>3. Proceed to Mother by using arrows or select</p>
Tips and Notes	
More Info	

Mother

INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

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[Gateway Home](#) [Logout](#)

Home Functions Queues Reports Extracts Help

Fetus Name: Baby New One Date of Delivery: 1/1/2010 Mother's Name: Mom, New One EFDR #: 370

Record Status Pending Demographic Resolved Released Medical Resolved Certified Verified LHD Approved ISDH Reviewed Completed

Demographic Medical

Fetus Place of Delivery **Mother** Mother's Address Mother's Origin Father Funeral Home Medical Certifier

[Show Help](#)

Mother's Current Legal Name

First Name: Mom
Middle Name:
Last Name: New One
Suffix:

Mother's Birth

Date of Birth: 08 / 08 / 1989 Age: 21
Place of Birth: US STATE
Birth Place: KENTUCKY


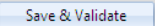


Mother Married
(At delivery, conception, or anytime between)
Yes

Mother's Name Prior to First Marriage (Maiden Name)

First Name: Mom
Middle Name:
Last Name: New One Prior
Suffix:

Save Save & Validate

Procedure Demographic Data: Mother	
Introduction	Use these steps to enter and complete the Mother page in the Demographic section of IFDRS.
Steps to Follow	<ol style="list-style-type: none"> Enter Mother Current Legal Name: <ol style="list-style-type: none"> First Name: Verify that this is correct. Data was brought forward from New Record page. <i>(required field)</i> Middle Name: Verify that this is correct if entered in New Record page, or enter data if available. Last Name: Verify that this is correct. Data was brought forward from New Record page. <i>(required field)</i> Suffix: Verify that this is correct if entered in New Record page, or use drop down to select data if available. Mothers Birth: <ol style="list-style-type: none"> Date of Birth: Enter Month / Day / Year in the following format: MM/DD/YYYY Age: System will automatically calculate age based on the date of birth entered. Place of Birth: Select from drop down box. Birth Place: Select from drop down box.

   	<p>3. Mother Married:</p> <p>a. At Delivery, conception, or anytime in between, use drop down to select data :</p> <ul style="list-style-type: none"> i. Yes ii. No iii. Unknown <p>4. Mother's Name Prior to First Marriage:</p> <p>a. First Name: Verify that this is correct. Data was brought forward from New Record page. <i>(required field)</i></p> <p>b. Middle Name: Verify that this is correct if entered in New Record page, or enter data if available.</p> <p>c. Last Name: Enter Mothers Maiden Name.</p> <p>d. Suffix: Verify that this is correct if entered in New Record page, or enter data if available.</p> <p>5. Save or Save & Validate</p> <p>6. Proceed to Mother's Address by using arrows or select</p>
Tips and Notes	Mother Date of Birth is a required field.
More Info	

Mother's Address

INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

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FLANNER & BUCHANAN CARMEL
Gateway Home Logout

Home Functions Queues Reports Extracts Help

Fetus Name: Baby New One Date of Delivery: 1/1/2010 Mother's Name: Mom, New One EFDR #: 370

Record Status Pending Demographic Resolved Released Medical Resolved Certified Verified LHD Approved ISDH Reviewed Completed

Demographic Medical

Fetus Place of Delivery Mother Mother's Address Mother's Origin Father Funeral Home Medical Certifier

[Show Help](#)

Residential Address

Residential Place Type: US STATE Residential place: []

Building #: 12345 Pre Direction: []

Street Name: Thompson Apt#: []

Street Type: SKYWAY Post Direction: SOUTH

State: INDIANA County: MARION

City/Town: INDIANAPOLIS Zip: 46201

Ext: [] Inside City Limits: Yes

Save Save & Validate

Procedure	
Demographic Data: Mother's Address	
Introduction	Use these steps to enter and complete the Mother's Address page in the Demographic section of IFDRS.
Steps to Follow	<ol style="list-style-type: none"> Enter Residential Address: <ol style="list-style-type: none"> Residential Place Type: Select from drop down box. Building Nbr: Pre Direction: Select from drop down box Street Name: Apt# Street Type: Select from drop down box Post Direction: Select from drop down box State: Select from drop down box County: Select from drop down box City/Town: Select from drop down box Zip: Select from drop down box Ext: Inside City Limits: Select from drop down box Save or Save & Validate Proceed to Mother by using arrows or select
Tips and Notes	
More Info	

Mother's Origin

INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

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FLANNER & BUCHANAN CARMEL
[Gateway Home](#) [Logout](#)

Home Functions Queues Reports Extracts Help

Fetus Name: Baby New One Date of Delivery: 1/1/2010 Mother's Name: Mom, New One EFDR #: 370

Record Status: Pending Demographic Resolved Released Medical Resolved Certified Verified LHD Approved ISDH Reviewed Completed

Demographic Medical

Fetus Place of Delivery Mother Mother's Address **Mother's Origin** Father Funeral Home Medical Certifier

[Show Help](#)


Mother's Education
Highest Education: 8th Grade or Less

Mother of Hispanic Origin?
(Check the box that best describes whether the mother is Spanish/Hispanic/Latina. Check the 'No' box if mother is not Spanish/Hispanic/Latina)
☒ No, Not Spanish/Hispanic/Latina
☐ Yes, Mexican, Mexican American, Chicana
☐ Yes, Puerto Rican
☐ Yes, Cuban
☐ Unknown
☐ Yes, Other Spanish/Hispanic/Latina
 Specify:

Race of Mother
(Check one or more of the races to indicate what the mother considers herself to be)
☐ White ☒ Black or African American
☐ American Indian, Alaska Native
 Name of the enrolled or principal tribe:
☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese
☐ Korean ☐ Vietnamese
☐ Other Asian:
☐ Native Hawaiian ☐ Guamanian or Chamorro ☐ Samoan
☐ Other Pacific Islander:
☐ Other:
☐ Unknown

Save Save & Validate

Procedure	
Demographic Data: Mother's Origin	
Introduction	Use these steps to enter and complete the Mother's Origin page in the Demographic section of IFDRS.
Steps to Follow	<ol style="list-style-type: none"> Mother's Education: Select from drop down box. <i>Required field</i> <ol style="list-style-type: none"> Blank 8th Grade or less 9th-12th Grade, no diploma High School Graduate or GED Completed Some college credit but not degree Associate Degree Bachelors Degree Masters Degree Doctorate or Professional Degree Mother of Hispanic Origin? (Check the box that best describes whether the mother is Spanish/Hispanic/Latina. Check the 'No' box if mother is not Spanish/Hispanic/Latina)

<div data-bbox="240 1157 451 1186"> <input type="button" value="Save"/> <input type="button" value="Save & Validate"/> </div> <div data-bbox="240 1224 391 1272">  </div>	<ul style="list-style-type: none"> a. No, Not Spanish/Hispanic/Latina b. Yes, Mexican, Mexican American, Chicana c. Yes, Puerto Rican d. Yes, Cuban e. Unknown f. Yes, Other Spanish/Hispanic/Latina i. Specify <p>3. Race of Mother: (Check one or more of the races to indicate what the mother considers herself to be)</p> <ul style="list-style-type: none"> a. White b. Black or African American c. American Indian, Alaska Native <ul style="list-style-type: none"> i. Name of the enrolled or principal tribe: <i>(Enter information in available box)</i> d. Asian Indian e. Chinese f. Filipino g. Japanese h. Korean i. Vietnamese j. Other Asian: <i>(Enter information in available box)</i> k. Native Hawaiian l. Guamanian or Chamorro m. Other Pacific Islander: <i>(Enter information in available box)</i> n. Other: <i>(Enter information in available box)</i> o. Unknown <p>4. Save or Save and Validate</p> <p>5. Proceed to Father by using arrows or select</p>
Tips and Notes	
More Info	

Father

Indiana State Department of Health
Indiana Fetal Death Registration System

Logged in as Lauren M. Budrow - FUNERAL DIRECTOR
FLANNER & BUCHANAN CARMEL
Gateway Home Logout

Home Functions Queues Reports Extracts Help

Fetus Name: One Test Date of Delivery: 1/10/2010 Mother's Name: EFDR #: 325

Record Status: Pending Demographic Resolved Released Medical Resolved Certified Verified LHD Approved ISDH Reviewed Completed

Demographic Medical

Fetus Place of Delivery Mother Mother's Address Mother's Origin **Father** Funeral Home Medical Certifier

Show Help

Father's Information
Will this Record Include Father Information?
First Name:
Middle Name:
Last Name:
Suffix:

Father's Birth
Date of Birth: Age:
Place of Birth:
Birth Place:

Save Save & Validate

Procedure Demographic Data: Father	
Introduction	Use these steps to enter and complete the Father page in the Demographic section of IFDRS.
Steps to Follow	<ol style="list-style-type: none"> Father's Information: <ol style="list-style-type: none"> Will this Record Include Father Information? Select from drop down box. <ol style="list-style-type: none"> Blank Yes, <u>proceed to First Name</u> No, page is complete First Name Middle name Last Name Suffix (Select from drop down box.) Father's Birth <ol style="list-style-type: none"> Date of Birth: Enter Month / Day / Year in the following format: MM/DD/YYYY Age: System will automatically calculate age based on the date of birth entered. Place of Birth: Select from drop down box. Birth Place: Select from drop down box. Save or Save and Validate Proceed to Funeral Home by using arrows or select
Tips and Notes	
More Info	

Funeral Home

INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

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FLANNER & BUCHANAN CARMEL
[Gateway Home](#) | [Logout](#)

Home Functions Queues Reports Extracts Help

Fetus Name: Baby New One Date of Delivery: 1/1/2010 Mother's Name: Mom, New One EFDR #: 370

Record Status: Pending Demographic Resolved Released Medical Resolved Certified Verified LHD Approved ISDH Reviewed Completed

Demographic Medical

Fetus Place of Delivery Mother Mother's Address Mother's Origin Father Funeral Home Medical Certifier

[Show Help](#)

Method of Disposition
Method: BURIAL
Other:


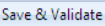


Funeral Service Licensee or Other Agent
Funeral Director: LAUREN M BUDNOW (FD20300034)
Was Coroner Contacted: Yes

Name and Address of Funeral Home
Funeral Home Name: FLANNER & BUCHANAN CARMEL
Address: 325 E. CARMEL DR.
State: INDIANA County:
City: CARMEL Zip:
License Number:
Additional Funeral Service Provider: Not applicable

Place Of Disposition
Place of Disposition Name: The Flanners
Type: US STATE
State/Foreign Country: TENNESSEE
City: ACKLEN

Save Save & Validate

Procedure Demographic Data: Funeral Home	
Introduction	Use these steps to enter and complete the Funeral Home page in the Demographic section of IFDRS.
Steps to Follow	<ol style="list-style-type: none"> 1. Method of Disposition: <ol style="list-style-type: none"> a. Method: Select from drop down box. <ol style="list-style-type: none"> i. Blank ii. Burial iii. Cremation iv. Hospital Disposition v. Donation vi. Removal from State vii. Entombment viii. Other (Specify) ix. Unknown b. Other: (Complete if 'Other' is selected from drop down box) 2. Name and Address of Funeral Home

   	<p> a. Funeral Home Name: <i>(This is automatically completed based on your login.)</i> b. Address: <i>(This is automatically completed based on your login and location selected.)</i> c. State: <i>(This is automatically completed based on your login and location selected.)</i> d. County: e. City f. Zip: g. License Number h. Additional Funeral Service provider </p> <p> 3. Funeral Service Licensee or Other Agent a. Funeral Director: <i>Select from drop down box.</i> b. Was Coroner Contacted? <i>Select from drop down box.</i> i. Blank ii. Yes iii. No iv. Unknown </p> <p> 4. Place of Disposition a. Place of Disposition Name b. Type: <i>Select from drop down box.</i> i. Blank ii. US State iii. Other Country c. State/Foreign County: <i>Select from drop down box.</i> d. City: <i>Select from drop down box.</i> </p> <p> 5. Save or Save and Validate </p> <p> 6. Proceed to Medical Certifier by using arrows or select </p>
Tips and Notes	
More Info	

Medical Certifier

INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

Logged in as Lauren M. Budrow - FUNERAL DIRECTOR
FLANNER & BUCHANAN CARMEL
Gateway Home Logout

Home Functions Queues Reports Extracts Help

Fetus Name: One Test Date of Delivery: 1/10/2010 Mother's Name: EFDR #: 325

Record Status: Pending Demographic Resolved Released Medical Resolved Certified Verified LHD Approved ISDH Reviewed Completed

Demographic Medical

Fetus Place of Delivery Mother Mother's Address Mother's Origin Father Funeral Home Medical Certifier

Currently no medical certifier is designated.

Medical Certifier Search

Certifier Type: Select Physician Type Location: First Name: Middle Name: Last Name: License #:

Search Reset

Certifier Name	License Number	Location Name	Is Participant
No records to display.			

Designate

Save Save & Validate

Procedure

Demographic Data: Medical Certifier

Introduction

Use these steps to enter and complete the **Medical Certifier** page in the **Demographic** section of IFDRS.

Steps to Follow

1. Medical Certifier Search:

a. Certifier Type: Select from drop down box.

- i. Physician
- ii. Coroner
- iii. Health Officer

b. Location:

- c. First Name
- d. Middle Name
- e. Last Name
- f. License #

2. Search or Reset

a. Search:

- i. After you enter the data needed for your search, click on the 'Search' button with your mouse and the system will bring back all results that matched your input data.

- ii. If not match is found to your input data system will return 'No records to display'

b. Reset:

- 3. Results:** If you the data you entered in the search fields match records, the results screen will be returned with one or more records.

	Certifier Name	License Number	Location Name	Is Participant
Select	WARREN DEAN, BONTRAGER	01030959A		Not Participating
Select	ERIKA , RAGER	01062179A	WISHARD HOSPITAL	Participant
Select	JEFFREY A., BONTRAGER	01066708A	WISHARD HOSPITAL	Not Participating

- 4. Select:** Select the Medical Certifier from this results list by clicking on the Select next to the record.

- 5. Designate:** Once you have selected the correct record, you will need to **designate** the Medical Certifier by clicking your mouse on the Designate Icon. Once you have designated the Medical Certifier the system will return a new window 'Currently Designated'. Please review the data to ensure you have made the correct selection.

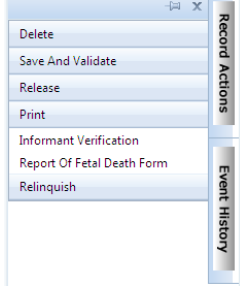
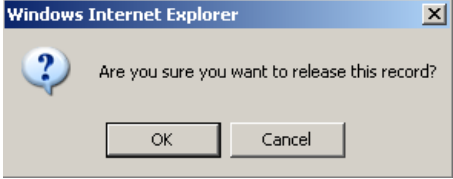

- If correct: Save or Save and Validate**
- If incorrect: Select the Re-Designate button** Select from drop down box.
 - Blank
 - US State
 - Other Country
- State/Foreign County:** Select from drop down box.
- City:** Select from drop down box.

6. Save or Save and Validate

Designated Medical Certifier			
Name: ERIKA , RAGER	<input checked="" type="checkbox"/> Participant	Email: MAMBATY@ISDH.IN.GOV	Phone: 317-217-3000
Address: , 1001 W 10TH ST, INDIANA, INDIANAPOLIS, 46202			<button>Re-Designate</button>


- 7. Record Status:** will now reflect Demographic Resolved and the record is ready to be released.



	<p>8. Release Record: To release a record access the Record Action Tab on the right of the page.</p> <ol style="list-style-type: none"> Select Release Prompt: Are you sure you want to release this record? <ol style="list-style-type: none"> OK: Releases the record to the designated Medical Certifier and Status changes to Released. Cancel: takes out of the Record Actions Tab.  
<p>Tips and Notes</p>	<p>A confirmation e-mail will be generated to the person who released the record once a record is released for security purposes.</p>
<p>More Info</p>	

Search for a Record

Functions	Queues	Reports	Extracts	Help
Search		Add New Record		


INDIANA STATE DEPARTMENT OF HEALTH
 Indiana Fetal Death Registration System

Logged in as Lauren M. Budrow - FUNERAL DIRECTOR
 FLANNER & BUCHANAN CARMEL
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General | **Advanced**


Fetus

First Name: Middle Name: Last Name: Gender:

General

Record Type: EFDR#: Date Of Delivery: MM DD YYYY
 Record Status: BTP #: Date Of Delivery Range: to
 Gestation: Coroner Case #: LHD Name:
 Place Of Delivery Type: Place Of Delivery:

☒ Approved ☐ Overdue


INDIANA STATE DEPARTMENT OF HEALTH
 Indiana Fetal Death Registration System

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General Search | **Advanced Search**

Funeral Home: Funeral Director:
 Medical Facility: Medical Certifier:

Mother

First Name: Middle Name: Last Name: Maiden Name:


Father

First Name: Middle Name: Last Name:

File Date And Number

SFN: SFD: LFN: LFD:

☒ Approved ☐ Overdue

Procedure	Search for a Record
Introduction	<p>Use these steps to search for an existing record in the IFDRS. This function will search for records based on the input criteria and return possible matches in a results list. From there you can view the Details of the record, View the entire record, and view the Report which is a Not for Official Use version of the Certificate of Fetal Death in PDF format.</p> <p>Also, the Search function has a General and an Advanced Search Tab.</p> <p>Please note, when using the Advanced Search Tab you must first enter a minimum of the Year in the Date of Delivery field located in the General Tab.</p>
Steps to Follow 	<p>General Search</p> <ol style="list-style-type: none"> 1. Access IFDRS 2. Click the Search under the Functions tab. 3. Enter the Fetus Information: <i>These fields are not mandatory, but will improve the search results.</i> <ol style="list-style-type: none"> a. First Name b. Middle Name c. Last Name d. Gender <i>Select from drop down box</i> 4. Enter General Information <i>Most fields are not mandatory, but will improve the search results.</i> <ol style="list-style-type: none"> a. Select Record Type b. Select Record Status c. Select Gestation d. Enter EFDR `# e. Enter BTP # f. Enter Coroner Case# g. Enter Date of Delivery <ol style="list-style-type: none"> i. MM: Month ii. DD: Day iii. YY: Year (<i>required field</i>) h. Enter Date of Delivery Range <ol style="list-style-type: none"> i. MM/DD/YY to MM/DD/YY i. Select LHD

Search

Reset

j. Select Place of Delivery Type

k. Select Place of Delivery

5. Select Search, Reset, or Advance Tab

a. **Search:** will perform a search based on the criteria entered in the General Tab and display the Results Window with data, or display the Results Window with the message 'No records to display'.

b. **Reset:** will clear any data entered in the input criteria fields.

c. **Advanced Tab:** will allow you to enter additional information for your search.

Advanced Search

1. Enter data in the General Tab (see above input criteria))

2. Enter as much of the following fields as needed for your specific search.

a. Funeral Home Name

b. Enter Funeral Director Name

c. Enter Medical Facility Name

d. Enter Medical Certifier Name

e. Enter Mother Name Information

i. First Name

ii. Middle Name

iii. Last Name

iv. Maiden name

f. Enter Father Name Information

i. First Name

ii. Middle Name

iii. Last Name

3. Select Search or Reset

a. **Search:** will perform a search based on the criteria entered in the General Tab and display the Results Window with data, or display the Results Window with the message 'No records to display'.

b. **Reset:** will clear any data entered in the input criteria fields.

Search

Reset

Select Record

The results page display the Results Window with data, or display the Results Window with the message 'No records to display'. The results window has several user friendly features.

<div> <div>Approved</div> <div>Overdue</div> </div>								
	Status	ID	Record Type	Fetus Name	Time of delivery	Date of Delivery	Started By	Report
Details		289	IDENTIFIED	Baby A, Doe	05:10	10/30/2010	FUNERALHOME	View
Details		288	IDENTIFIED	kayson, adam houston	11:46	09/27/2010	FUNERALHOME	View
Details		287	IDENTIFIED	fetal, fetaldeath	11:02	11/05/2010	FUNERALHOME	View
Details		285	IDENTIFIED	John, Testing	01:10	10/20/2010	FUNERALHOME	View
Details		282	IDENTIFIED	TestA, Testing	01:15	10/15/2010	FUNERALHOME	View
<div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> </div> <div>Page size: 5</div> <div>19 items in 4 pages</div> </div>								

1. Ability to **sort** on any column heading.
2. **Status Column** that provides a quick visual for records that are Approved or Overdue.
3. **Details:** when you select details of the one of Search Results, the Details Window will appear below the search results and provide basic data of the record under each tab.

More Information

Event History

Change History

Notification History

a. More Information:

- i. Fetus Information
- ii. Mother Information
- iii. Father Information
- iv. Funeral Director/Certifier Information

b. Event History

c. Change History

d. Notification History

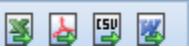

4. **Report** option provides a PDF of a 'Not for Official Use' Certificate of Death'.
5. **View** option to open and view a specific record. When you select View, the system will take you into the Demographic and Medical sections of that specific record. To return to the queue, you can use your browsers back button.

Approved Overdue

Report



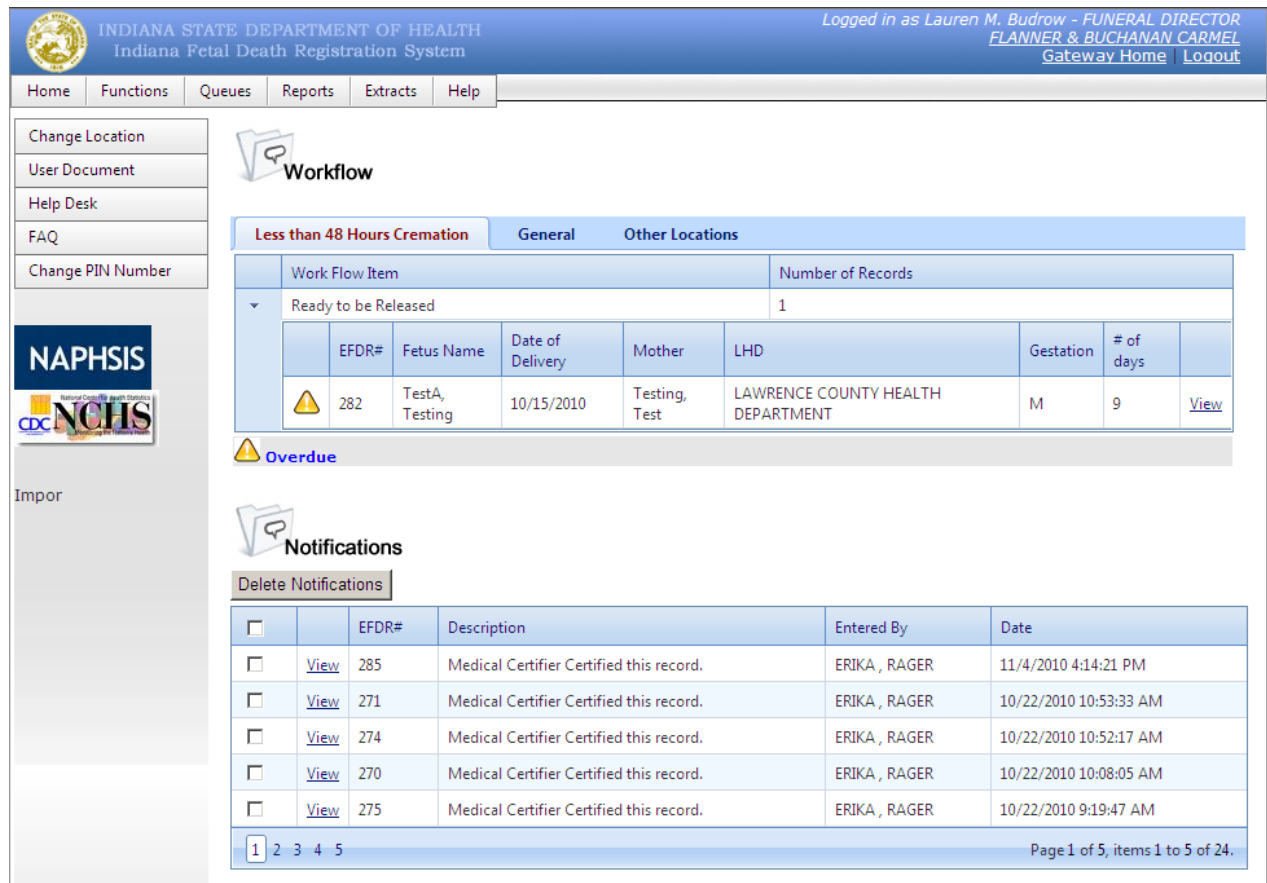
View

	<p>6. # Of Pages and # of Records indicator. This is located at the bottom of the results list and will:</p> <ol style="list-style-type: none"> Tell you how many total items and pages there are. Allow you to go to a specific page by selecting that page number or using arrows to go back and forward. Allow you to change how many results are displayed on each page  <p>7. Extract data from the queue criteria in various formats</p> <ol style="list-style-type: none"> Microsoft Excel PDF CSV Microsoft Word
<p>Tips and Notes</p>	<p>Once you have selected View and have gone into the record, if you want to perform another search you will need to return to Function/Search and start the process again.</p>
<p>More Info</p>	<p>What you see in IFDRS depends on the permissions granted to your user ID, so you may not see the same things as another user.</p>

Queues

Work queues or workflow provide you with a list of records that require action. You can access your workflow in 2 ways.

1. When you first login to the IFDRS you are presented with the Home Page. The Home Page displays records that are active and notifications that are within 30 days. Workflow is listed in 3 separate tabs: Less than 48 Hours Cremation, General, Other Locations.



INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

Logged in as Lauren M. Budrow - FUNERAL DIRECTOR
FLANNER & BUCHANAN CARMEL
Gateway Home | Logout

Home Functions Queues Reports Extracts Help

Change Location
User Document
Help Desk
FAQ
Change PIN Number

Workflow

Less than 48 Hours Cremation General Other Locations

Work Flow Item						Number of Records		
Ready to be Released						1		
	EFDR#	Fetus Name	Date of Delivery	Mother	LHD	Gestation	# of days	
	282	TestA, Testing	10/15/2010	Testing, Test	LAWRENCE COUNTY HEALTH DEPARTMENT	M	9	View

Overdue

Notifications

Delete Notifications

<input type="checkbox"/>	EFDR#	Description	Entered By	Date
<input type="checkbox"/>	View 285	Medical Certifier Certified this record.	ERIKA, RAGER	11/4/2010 4:14:21 PM
<input type="checkbox"/>	View 271	Medical Certifier Certified this record.	ERIKA, RAGER	10/22/2010 10:53:33 AM
<input type="checkbox"/>	View 274	Medical Certifier Certified this record.	ERIKA, RAGER	10/22/2010 10:52:17 AM
<input type="checkbox"/>	View 270	Medical Certifier Certified this record.	ERIKA, RAGER	10/22/2010 10:08:05 AM
<input type="checkbox"/>	View 275	Medical Certifier Certified this record.	ERIKA, RAGER	10/22/2010 9:19:47 AM

1 2 3 4 5 Page 1 of 5, items 1 to 5 of 24.

2. **Queues Tab** provides you access to the General Queue as well as Notification. You can search for certain records using a search function. Access to records by the Queues Tab allows you to see records that are more than 30 days old or have been completed.

Queues Reports Extracts Help

General Queues Notification(s)

General Queues

The General Queue page has 2 sections; Demographic Data and Results.

The Demographic section allows you to select the type of records you would like to see in the Queue Type as well enter specific demographic data to perform searches of data.

The Results section displays the results based on the search criteria entered. When you first access the General Queue, all records for your login/location will be displayed.

Indiana State Department of Health
Indiana Fetal Death Registration System

Logged in as Lauren M. Budrow - FUNERAL DIRECTOR
FLANNER & BUCHANAN, CARMEL
Gateway Home Logout

Home Functions Queues Reports Extracts Help

Queue Type: Unresolved

Fetus Name
First Name: Middle Name: Last Name:

Mother's Name
First Name: Middle Name: Last Name: Maiden Name:

Date Of Delivery:
Month: Day: Year: EFDR#: Record Source:

Reset Search

Approved Overdue

Fetal death main id - EFDR#	Fetus Name	Mother Name	Delivery Date	Status	Medical Certifier	Gestation	# of Days	Gender	Priority
282	TestA, Testing 0	Testing, Test	10/15/2010			M	0	M	View
281	Baby C, Test	Mother, Test	10/01/2010			M	1	M	View
280	fd, test 0	mom, test	01/01/2009			M	2	M	View
279	test, one 0	test, one	01/01/2009			M	5	M	View
255	Infant, Tweleve 0	Mother, Tweleve	10/20/2010	✓		L	6	F	View

Page size: 5 19 items in 4 pages

Queue Type

You have the option of selecting from several different queue types by selecting a type from the drop down box:

Unresolved

Unresolved

Medical Certifier not designated

Demographic Corrections

Late Records









Rejected/Declined/Void

1. **Unresolved:** This queue will provide you a listing of open records for your location.
2. **Medical Certifier not designated:** This queue will provide list of all records where the Medical Certifier has not yet been designated.
3. **Demographic Corrections:** This queue will provide a list of all records where there are pending corrections to be made.

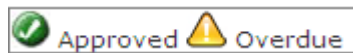
4. **Late Records:** This queue will provide a list of all records that have exceeded the limit on the number of days to complete a record.
5. **Rejected/Declined/Void:** this queue will provide a list of all records for your location that have been rejected, declined, or voided.

Queue Results

The Queue Results window displays the results of the specific queue and data requested in the search. The results window has several user friendly features.

 Approved  Overdue									
Fetal death main id - EFDR#	Fetus Name	Mother Name	Delivery Date	Status	Medical Certifier	Gestation	# of Days	Gender	Priority
251	Infant , two 0	Mother , Two	10/20/2010			L	6	F	View
252	Tim , Taylor 0	John , Taylor	10/20/2010			M	6	M	View
270	Infant , Three 0	Mother , Three	10/20/2010			M	6	M	View
271	Infant , Four 0	Mother , Four	10/19/2010			M	6	F	View
272	Infant , Five 0	Mother , Five	10/18/2010			L	6	F	View
<div>   1 2 3 4   </div> <div>Page size: 5</div> <div>19 items in 4 pages</div>									

1. **Status Column** that provides a quick visual for records that are Approved or Overdue.



2. Ability to **sort** on any column heading.

Fetal death main id - EFDR#	Fetus Name	Mother Name	Delivery Date	Status	Medical Certifier	Gestation	# of Days	Gender	Priority
-----------------------------	------------	-------------	---------------	--------	-------------------	-----------	-----------	--------	----------

3. **View** option to open and view a specific record. When you select View, the system will take you into the Demographic and Medical sections of that specific record. To return to the queue, you can use your browsers back button.

[View](#)

4. **# Of Pages** and **# of Records** indicator. This is located at the bottom of the results list and will:
 - a. Tell you how many total items and pages there are.
 - b. Allow you to go to a specific page by selecting that page number or using arrows to go back and forward.

- c. Allow you to change how many results are displayed on each page



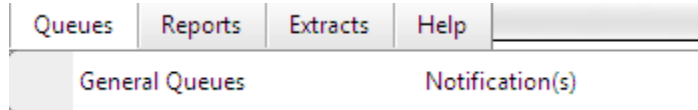
5. **Extract** data from the queue criteria in various formats

- a. Microsoft Excel
- b. PDF
- c. CSV
- d. Microsoft Word



Notification(s) Queue

The Notification(s) Queue page displays any record where a notification has been sent to your login or on a record that is tied to your location. Notifications that are 30 days or less appear on the Home page, you can also view current and past notifications by using the Notification Queue. Notifications are issued when records are updated at specific intervals. Not all notifications require action by you.



The Notification Queue page is broken down in 2 sections.

1. Search Criteria
2. Results List

 A screenshot of the IFDRS Notification Queue page. The page header shows the Indiana State Department of Health logo and the text 'Indiana Fetal Death Registration System'. The user is logged in as Lauren M. Budrow - FUNERAL DIRECTOR FLANNER & BUCHANAN CARMEL. The navigation menu includes 'Home', 'Functions', 'Queues', 'Reports', 'Extracts', and 'Help'. The 'Queues' section is active. The search criteria section includes fields for 'Entered By', 'From Date', 'To Date', 'Description', and 'Active'. There are 'Reset' and 'Search' buttons. The results list section has 'Refresh' and 'Delete Notifications' buttons. The results list is a table with columns: 'Description', 'Entered By', and 'Date'. It shows two entries: 'Medical Certifier Certified this record.' by ERIKA, RAGER on 10/22/2010 10:53:33 AM and 10/22/2010 10:52:17 AM. The page size is set to 2, and there are 22 items in 11 pages.

Search Criteria

1. You can search by one or more of the following input criteria:
 - **Entered by:**
 - **From Date:** You can enter the date in MM/DD/YYYY format or select from Calendar tool.
 - **To Date:** You can enter the date in MM/DD/YYYY format or select from Calendar tool.
 - **Description:**
 - **Active:** Select from drop down box
 - Blank
 - Yes
 - No

2. Once your search criteria is entered you can select:
 - a. Search: A search will be performed based on the input criteria
 - b. Reset: Data entered into the search fields will be erased
3. Search Results: Your search results are displayed in the Results Window below the search criteria.

Search Results

Results are displayed in list form showing you the Description, Entered By, and Date for each Notification. The results window has several user friendly features.

1. **View** option to open and view a specific record. When you select View, the system will take you into the Demographic and Medical sections of that specific record. To return to the queue, you can use your browsers back button.



2. **# Of Pages** and **# of Records** indicator. This is located at the bottom of the results list and will:
 - a. Tell you how many total items and pages there are.
 - b. Allow you to go to a specific page by selecting that page number or using arrows to go back and forward.
 - c. Allow you to change how many results are displayed on each page



3. **Extract** data from the queue criteria in various formats
 - a. Microsoft Excel
 - b. PDF
 - c. CSV
 - d. Microsoft Word



4. Refresh and Delete Notifications:
 - a. Refresh will update any additions/changes since you last ran the search.
 - b. Delete Notifications will delete any Notifications that you have selected with the check box.



Verifications

Please Note: Record verifications can only be done by Funeral Directors

Records that are ready for verification can be viewed from the General Tab of workflow. The workflow screen will show how many records (if any) are ready to be released. To view these records click on the arrow with your mouse the records will be displayed.

Indiana State Department of Health
Indiana Fetal Death Registration System

Logged in as Lauren M. Budrow - FUNERAL DIRECTOR
FLANNER & BUCHANAN CARMEL
[Gateway Home](#) [Logout](#)

Home Functions Queues Reports Extracts Help

Change Location
User Document
Help Desk
FAQ
Change PIN Number

Workflow

Less than 48 Hours Cremation General Other Locations

Work Flow Item		Number of Records	
Pending (Unresolved)		1	
EFDR#	Fetus Name	Date of Delivery	Mother
280	fd, test	01/01/2009	mom, test
		LHD	Gestation
			M
		# of days	14
		View	
Ready to be Released		3	

Overdue

Indiana State Department of Health
Indiana Fetal Death Registration System

Logged in as Lauren M. Budrow - FUNERAL DIRECTOR
FLANNER & BUCHANAN CARMEL
[Gateway Home](#) [Logout](#)

Home Functions Queues Reports Extracts Help

Change Location
User Document
Help Desk
FAQ
Change PIN Number

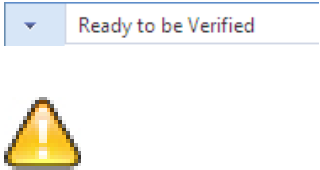

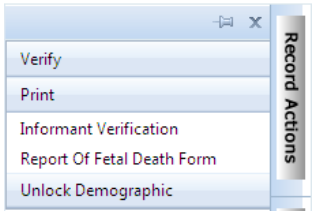
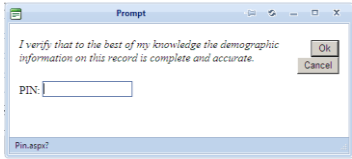

Workflow

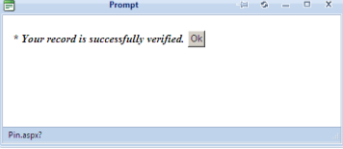

Less than 48 Hours Cremation General Other Locations

Work Flow Item		Number of Records	
Pending (Unresolved)		1	
EFDR#	Fetus Name	Date of Delivery	Mother
280	fd, test	01/01/2009	mom, test
		LHD	Gestation
			M
		# of days	14
		View	
Ready to be Released		3	
EFDR#	Fetus Name	Date of Delivery	Mother
287	fetal, fetaldeath	11/05/2010	fetal, fetal
		LHD	HAMILTON COUNTY HEALTH DEPARTMENT
		Gestation	M
		# of days	3
		View	
288	kayson adam, houston	09/27/2010	kelli joann, smith
		LHD	HAMILTON COUNTY HEALTH DEPARTMENT
		Gestation	M
		# of days	3
		View	
279	test, one	01/01/2009	test, one
		LHD	MARION COUNTY HEALTH DEPARTMENT
		Gestation	M
		# of days	17
		View	

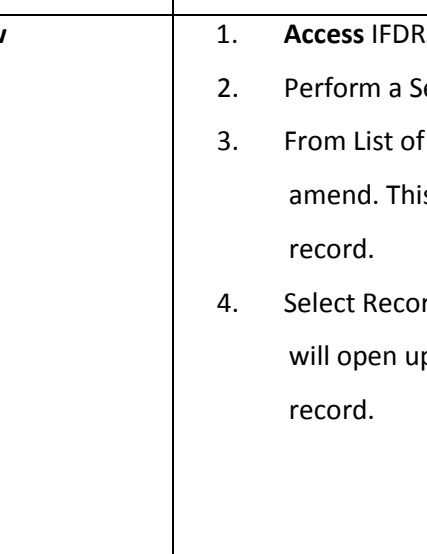
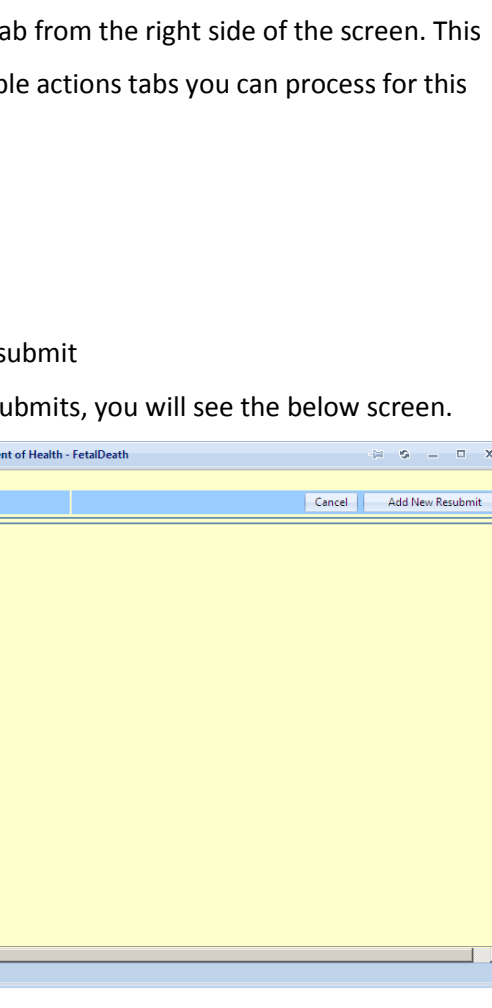
Overdue

Important Info:
Important information goes here.

Procedure	Verifying a record
Introduction	Use these steps to verify a record that is in your work queue
<p data-bbox="235 340 423 369">Steps to Follow</p>    	<ol style="list-style-type: none"> <li data-bbox="630 340 857 369">1. Access IFDRS <li data-bbox="630 394 1341 478">2. From the Home Page and General Tab, click the arrow next to Ready to be Verified. <li data-bbox="630 504 1360 693">3. From List of Records, select the record you want to release. Please note, records that are overdue are indicated with the Overdue Icon. This will take you into the demographic section of the record. <li data-bbox="630 718 1370 802">4. You will notice that the Status Bar will have Green Lights through Certified.  <ol style="list-style-type: none"> <li data-bbox="630 938 1354 1075">5. Select Record Actions Tab from the right side of the screen. This will open up the available actions tabs you can process for this record. <li data-bbox="630 1205 847 1234">6. Select Verify <li data-bbox="630 1470 1386 1638">7. Enter your assigned PIN# to certify that the information is complete and accurate to the best of your knowledge, and select <ol style="list-style-type: none"> <li data-bbox="727 1575 1273 1604">a. OK: to complete the verification process <li data-bbox="727 1608 1156 1638">b. Cancel to return to the record.

	<p>If you select OK, you will be presented with a verification screen. Select OK. The system will:</p> <ol style="list-style-type: none"> 1. Return you to the demographic page of the record you just verified. 2. A system generated e-mail will be sent to your indicating that a record has been verified. There is no action required, this is a security measure. An email will also be generated to the Local Health Department for their notification. 3. The Record Status will change and reflect the completion of the Verification process. 
<p>Tips and Notes</p>	<p>If you receive an e-mail concerning a verification of a record, and you did not perform this verification, please follow the directions at the bottom of the email.</p> <p><i>Please Note: Record verifications can only be done by Funeral Directors</i></p>
<p>More Info</p>	<p>What you see in IFDRS, Record Actions will depend on the permissions granted to your user ID, you may not see the same things as another user.</p>

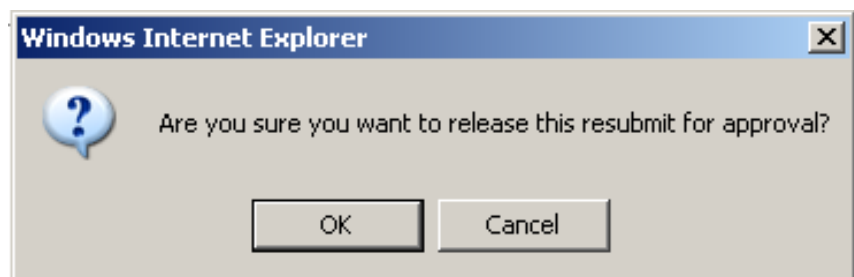
Demographic Amendments (Resubmits)

Procedure	Amending the Demographic Record
Introduction	Use these steps to Amend the Demographic Section of a Record. This function will
<div data-bbox="380 606 399 735">Steps to Follow</div> <div data-bbox="418 546 842 1096">  </div>	<div data-bbox="431 848 959 1818"> <ol style="list-style-type: none"> 1. Access IFDRS 2. Perform a Search to access the record that you will be amending. 3. From List of Records, select View for the record you want to amend. This will take you into the demographic section of the record. 4. Select Record Actions Tab from the right side of the screen. This will open up the available actions tabs you can process for this record. 5. Select Demographic Resubmit 6. If there are no prior resubmits, you will see the below screen. </div> <div data-bbox="979 816 1468 1818">  </div>

7. Select Add new Resubmit
8. The Resubmit window will appear.

9. Make necessary changes in the field(s) needed.
10. Save and Validate
11. System will return "Record Status: Resolved" and a Release Prompt

12. Release Demographic Resubmit
13. Answer Prompt: 'Are you sure you want to release this resubmit for approval?'



14. You can now close the Resubmit window by selecting the 'X' or the 'Back' tab. This completes the FD role in the Demographic Resubmit process.
- The 'X' closed the Resubmit window and returns you to the normal record.
 - The 'Back' tab returns you to the Resubmit results window where you can add a new resubmit or close the window.

ID	Status	Created By	Created Date	Approved by	Approved Date
21	RESOLVED	Ibudrow	12/1/2010 9:40:04 AM		

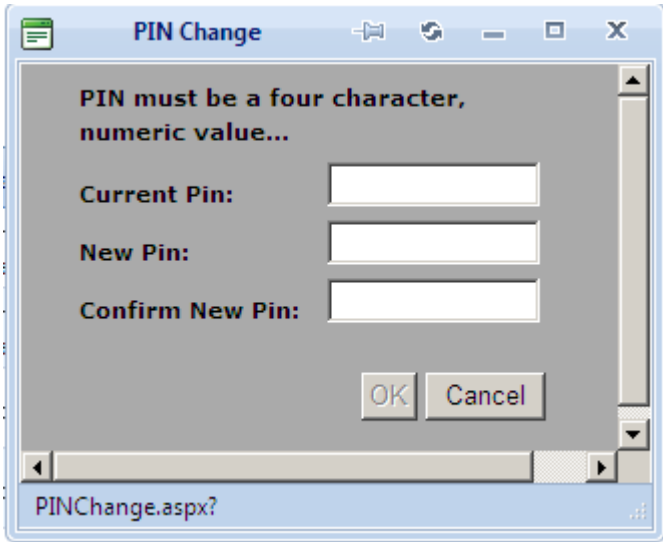
Tips and Notes

The Original Record will not change until approved by the LHD or State.

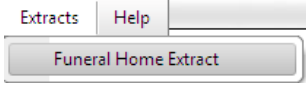
Depending on your screen resolution, you may have to select Full Screen to see the entire Resubmit Window.

More Info

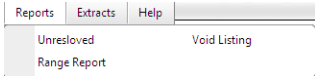
Change PIN Number

Procedure	Change PIN Number
Introduction	<p>You are assigned a PIN # when you sign up to use the IFDRS. This PIN# acts as your electronic signature. Your PIN# is required when you Certify a Record. You can change this PIN# at anytime.</p>
Steps to Follow <div data-bbox="235 609 535 821"> <div>User Document</div> <div>Help Desk</div> <div>FAQ</div> <div>Change PIN Number</div> </div>	<ol style="list-style-type: none"> 1. Access IFDRS 2. Select 'Change PIN Number' from the left side functions, Access <div data-bbox="584 640 1243 1178">  </div> 3. Enter your current PIN # 4. Enter your new PIN# 5. Confirm New PIN# 6. Select OK or Cancel
Tips and Notes	
More Info	

Extract

Procedure Performing a Funeral Directors Extract	
Introduction	This functionality is yet available.
Steps to Follow 	1.
Tips and Notes	
More Info	

Reports

Procedure Performing a Funeral Directors Reports	
Introduction	This functionality is yet available.
Steps to Follow 	1.
Tips and Notes	
More Info	

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